



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PHOTOGRAPHER

Job Number: 20001555

Job Code: 81050V161016

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Photographs, processes and prints still pictures for the purpose of news, advertising, travel and informational materials and permanent records; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in fine art photography, photojournalism, communications, graphic design or a related field.

EXPERIENCE:

Must have one year of professional photographic experience.

Substitute EDUCATION for EXPERIENCE:

Professional photography experience or postsecondary vocational or technical school training in fine arts photography, photojournalism or a related field will substitute for the required college on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Uses digital cameras and equipment to shoot photographs for historical, public relations and marketing purposes, including public events, scenic attractions, vacation and industrial facilities, sports, news and portraits. Crops, edits and color corrects images using Adobe Photoshop and other comparable computer software. Makes photographic prints as needed using digital printers. Provides photographic services requested by other departments and agencies within state government, including the Governor's Office. Maintains cameras and equipment. Organizes and files digital images and prints. Maintains inventory of supplies. Accounts for work done by logging in new and finished work orders using Microsoft Office software. Maintains a production log and briefs supervisor on work progress. Communicates verbally and in writing in a clear and pleasant manner with Governor's staff, general public and co-workers. Performs other duties as required.

UNIQUE PHYSICAL REQUIREMENTS:

Physical demands include extended periods of walking, standing and kneeling while carrying cameras and equipment. The work environment is approximately 80% indoor and 20% outdoor.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Conditions vary from air conditioned studio to all weather conditions and topography encountered in the Commonwealth. Frequent travel (occasionally overnight) throughout the Commonwealth is required in the course of photographing the Governor and other dignitaries around the state, as well as photographing state parks and other locations statewide. Hazards encountered in this work could include poisonous snakes and all manner of wildlife that may reside in the forests, caves, swamps and wetlands of the Commonwealth.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.